

REQUESTING A TROOP SCHOOL COURSE

The enrollment request into all Troop School courses, except Battle Staff Course, First Sergeants Course, and HAZMAT course, is by submission of a FH Form 350-X17, Enrollment Application (E-App). The Battle Staff Course, First Sergeants Course, and HAZMAT course are ATRRS courses and are discussed below.

The E-App is located in the FT Hood Troop School folders posted in AKO and in the Fort Hood SharePoint webportal. The E-App is FY specific and there is a Microsoft Office 2007 version and a Microsoft Office 1997-2003 version. Use the version that corresponds to the software loaded on your system.

Once a determination is made for III Corps and Fort Hood soldiers to attend a Troop School course, the E-App process starts at the CO/TRP/BTRY level and is submitted through the Schools NCO chain. E-Apps for III Corps and Fort Hood soldiers are accepted only from the BDE/MSD Schools NCO. The BDE/MSD is the level where Allocations are granted IAW the Needs Assessment Survey.

For satellite units, USAR, and ARNG, E-Apps are accepted from the command level appropriate to their unit structure.

For civilian agencies in direct support of Fort Hood (DES, DOL, DPW, DPTMS, CECOM, TACOM, etc.), E-Apps are accepted by the department or agency supervisor.

After the E-App is completed, attach the document to an e-mail and send it to hood.dptms.troopschool@conus.army.mil.

COMPLETING THE E-APP

Fill out each section as required. The Word 2007 copy has several "pick and click" sections for accurate selection of information. The Word 1997-2003 does not have the "pick and click" data and all data must be typed in.

Section 1.a. STUDENT DATA is self explanatory for soldiers. Civilian agencies do not fill out military specific areas (PMOS, DMOS, ETS, GT SCORE). RANK is filled out as CIV or GS# as appropriate. UNIT is the civilian organization. In the Word 2007 version, the BDE/MSC lists most supported civilian agencies, but if it does not, select "blank" or "OTHER".

Section 1.b. COURSE DATA. All course information (course number, course title, dates, and locations) is located in the Troop School folders. All course information can be obtained directly from the Enrollment Roster header, as well as other documents (Troop School Schedule, Class Locations) located in the Troop School folders.

Section 1.c is specific to the XO/S3 Training Course and the DTMS-OV course. If requesting these courses, ensure the information is completed or the E-App will be returned as incomplete and not processed.

Section 1.d is specific to the EMT courses. If requesting these courses, ensure the information is completed or the E-App will be returned as incomplete and not processed.

Section 2 COMMANDER / FIRST SERGEANT VERIFICATION requires only typed initials and name. The document does not have to be printed, initialed by hand, scanned, and then attached and e-mailed. Troop School Operations assumes that an E-App received from the BDE/MSC Schools NCO has met the CO/TRP/BTRY level verification requirements.

Section 3 SCHOOLS NCO CHAIN OF FORWARDING tracks the progress of submission from the CO/TRP/BTRY level through the BDE/MSC Schools NCO to the Troop School Operations Office. Again, data only needs to be typed in.

For satellite units, USAR, ARNG and civilian agencies, Section 2 and Section 3 information is completed by the appropriate command or supervisor level.

TROOP SCHOOL OPERATIONS OFFICE ACTIONS

When the E-App is received from the BDE/MSC Schools NCO (or from the appropriate command level or supervisor for satellite units, USAR, ARNG and civilian agencies), it is printed and date stamped for the date received. The request is then posted to the Enrollment Roster. E-Apps are posted to the Enrollment Rosters every day as they are received. E-Apps received after 1600HRS (1400HRS on THU) may not be dated and posted until the following day.

If a discrepancy is noted with the E-App when posting to the Enrollment Roster, the e-mail message is returned with notation of the discrepancy and guidance to correct it and resubmit the E-App.

Units with Allocations are placed into a Primary Seat. All others are placed on the Alternate list. After the Suspense Date (located on the Enrollment Roster header), if there are open Primary Seats, any Alternates are moved into the open Primary Seats in date order received. Exception: Soldiers will take priority over civilians regardless of date received. However, if a DoD civilian/contractor is moved into a Primary Seat and additional requests are received after the fact, the DoD civilian/contractor will not be displaced.

The Enrollment Rosters are posted in AKO and the Fort Hood SharePoint webportal every evening. When the E-App is received from the BDE/MSC Schools NCO (or satellite units, USAR, ARNG and civilian agencies), the updated Enrollment Rosters are available for viewing in the Troop School folders in AKO and the Fort Hood SharePoint webportal the next day.

Note: Troop School Operations does not send confirmation e-mails that your request is processed. You have visibility in the Troop School folders. Open the Enrollment Roster and you will see your request posted the next day. (On rare occasions, it may be two days later). If on the third day you do not see your request posted, the BDE/MSC Schools NCO (or satellite units, USAR, ARNG and civilian agencies command or supervisor) should contact the Troop School Operations office and inquire. We will work to resolve the issue and correct the problem.

BATTLE STAFF COURSE, FIRST SERGEANTS COURSE, HAZMAT COURSE

These courses are ATRRS course. Do not submit a FH Form 350-X17 (E-App) to the Troop School Operations office.

For the BATTLE STAFF COURSE and FIRST SERGEANTS COURSE, contact:

Elaine Shatto:

254-287-0053 / DSN 737-0053

254-287-3802 / DSN 737-3802

GLOBAL: Shatto, Elaine Mrs CIV USA IMCOM

E-MAIL: ELAINE.SHATTO@us.army.mil

For the two-week HAZMAT (AMMO-62-OS) Technical Transportation of Hazardous Materials course, contact:

Alfredo Benavides: 254-288-2766 / DSN 738-2766

GLOBAL: Benavides, Alfredo CTR USA

E-MAIL: ALFREDO.G.BENAVIDES@us.army.mil